
Clerical and Office Group
Office Machine Operation Series

INFORMATION SYSTEMS SUPERVISOR
11/80

Characteristics Of The Class:

Under general supervision, supervises ADP personnel engaged in the entry, storage and production of records and reports; and performs related work as required.

Examples Of Duties:

Plans, assigns, coordinates and supervises personnel in the encoding, entry, verification and retrieval of data from records and reports through the use of ADP equipment; plans and supervises the production of reports, dockets, history sheets, comparison and related reports and statistical records; trains and evaluates assigned personnel in the operation of equipment, such as minicomputer, word processor, sorter, collator, verifier, reproducer, keypunch, CRT and related electronic data processing equipment.

Develops and revises data entry and coding procedures, documents formats and operating manuals; determines proper equipment set-up for utility file runs according to program instructions; maintains complex filing systems; performs detailed checking and editing; preserves confidentiality of records and documents; performs a variety of complex clerical work; keeps operation, production and supply records and orders supplies.

Operates electronic data processing equipment as required; is responsible for the proper operation and minor maintenance of electronic data processing equipment.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent and four years of progressively responsible clerical experience, including two years of experience in the operation of electronic data processing equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the operation of electronic equipment used in encoding and tabulating data; considerable knowledge of techniques of recording and interpreting statistical data on punch cards and key encoding equipment; considerable knowledge of coding procedures; good knowledge of filing systems; good knowledge of office practices and procedures; good knowledge of English, punctuation and spelling.

Ability to plan, assign, coordinate and supervise the work of others; ability to make sound decisions in accordance with regulations, policies and procedures; ability to maintain files and prepare reports; ability to gather and organize information; ability to identify, analyze and solve problems on data processing equipment; ability to train and evaluate the work of assigned personnel; ability to detect errors and check for completeness of work; ability to make arithmetic computations; ability to understand and follow oral and written instructions; ability to communicate both orally and in writing; ability to establish and maintain effective working relationships with fellow employees.

Skill in the operation of an electronic encoding, tabulating and common office equipment.

Director of Personnel

Department Head